

UNIVERSITY COLLEGE LONDON CHAMBER MUSIC CLUB

CONSTITUTION

(Valid with effect from 11th November 2020)

1. Name

1.1 The organisation shall be called 'University College London Chamber Music Club' (UCL CMC), hereinafter 'The Club'.

2. Aims

2.1 The Club shall promote the playing and enjoyment of chamber music and related repertoire in University College London and its associated institutions, through the provision of facilities for its members and the organising of concerts.

3. Membership

3.1 Membership shall be open to all present, and former, staff and students of University College London and its associated institutions, upon payment of an annual subscription.

3.2 A limited number of members may be drawn from other parts of the University of London and from outside that University, upon payment of an annual subscription, at the discretion of the Committee.

3.3 Honorary membership may be offered to a limited number of suitable persons, at the discretion of the Committee.

3.4 The post of Honorary President may be offered to a suitable individual at the recommendation of the Committee and subject to the approval of the Annual General Meeting, for a specified number of years or for an indefinite period.

3.5 The membership year shall run from 1st August to 31st July. To allow a reasonable period for renewal of membership, a year's membership may be deemed to remain valid beyond 31st July until a date in the following Term 1 to be determined by the committee.

4. Subscriptions

4.1 The rates of subscription shall be determined by the Annual General Meeting on the recommendation of the Committee.

5. Management

5.1 The management of the Club shall be entrusted to a Committee, comprising three Officers (Chair, Secretary and Treasurer) and a number of Ordinary members. There shall normally be no fewer than six Ordinary members and no more than twelve, so that the total membership of the Committee shall normally not fall below nine nor exceed fifteen.

5.2 As far as possible, the Committee shall reflect the membership of the Club as outlined in 3.1 above, by the inclusion of current students, alumni, and present and former staff in its membership.

UNIVERSITY COLLEGE LONDON CHAMBER MUSIC CLUB

5.3 The President of the UCL Union Music Society shall be a member of the Committee *ex officio*, counting as one of the Ordinary members in 5.1 above. If the President is unable to attend a meeting of the Committee, he/she may nominate another member of the UCL Union Music Society's Committee to attend that meeting on his/her behalf.

5.4 The Committee shall be elected from the membership of the Club by the Annual General Meeting.

5.5 The Chair shall normally be elected to hold office for a period of three years; this may exceptionally be extended by one further year by the Annual General Meeting on the recommendation of the Committee.

5.6 The Secretary and Treasurer shall each be elected at an Annual General Meeting to serve initially for a year, and may hold office, subject to confirmation by each subsequent Annual General Meeting, for a period not normally exceeding a total of eight consecutive years. Exceptionally, the Annual General Meeting may extend this period by one further year to give a total of nine consecutive years; otherwise, a member who has held the office of Secretary or Treasurer for eight consecutive years shall not be eligible to stand again for the same office until a further period of three years has elapsed.

5.7 Other Committee members shall be elected/confirmed in post at each Annual General Meeting, there being no limit on the number of years an individual may serve. On completion of a period of office as Chair, Secretary or Treasurer, a member may continue to serve on the Committee subject to confirmation by the Annual General Meeting. A member who has held the office of Chair for the normal period of three years shall not be eligible to stand again for the office of Chair until a further period of three years has elapsed.

5.8 The Committee may co-opt not more than two members of the Club to serve on the Committee as Ordinary members, provided such co-option does not increase the total membership of the Committee beyond the maximum specified in 5.1 above. Co-options to the Committee shall be notified to the membership of the Club at the earliest opportunity. Co-opted members may serve until the next Annual General Meeting, at which they will then be eligible for election to the Committee.

5.9 The Committee shall allocate responsibilities for the management of the Club's membership, resources, facilities and activities, to individual members of the Committee, for a specified period of time or indefinitely, at the Committee's discretion. A single individual (Officer or Ordinary member) may take on more than one such responsibility, except that the offices of Chair, Secretary and Treasurer shall always be held by three separate individuals.

N.B. The duties and responsibilities of the Officers and other Committee members, as agreed at the time of the adoption of these Rules, are outlined in the Annexe; they may be amended from time to time at the discretion of the Committee. The Annexe will be kept up-to-date by the Secretary and will be available to the membership.

5.10 The Committee may devise and implement such rules and regulations governing the use and maintenance of the Club's resources and facilities as it considers to be in the best interests of the

UNIVERSITY COLLEGE LONDON CHAMBER MUSIC CLUB

Club. Such rules and regulations shall be notified to the membership, and shall be binding on all members of the Club.

5.11 The Club's financial year shall run from 1st August to 31st July.

5.12 The Committee may suspend, for a specified or an indefinite period, the membership rights of any member who is responsible for damage to or abuse of the Club's resources and facilities, or who persistently disregards the rules and regulations referred to in 5.10 above.

6. Committee

6.1 The Committee shall normally meet once a month during the academic terms, and at other times as it shall deem necessary.

6.2 A quorum for meetings shall be five members of the Committee, including the Chair (or authorised deputy).

6.3 At its first meeting after the Annual General Meeting, the Committee shall elect/re-elect one or more of its members to act as deputy/deputies to the Chair, with authority to conduct a Committee meeting in the latter's absence. The Committee may, on the same occasion or later, choose a member to act as deputy to the Secretary and a member to act as deputy to the Treasurer, with authority to take over these officers' duties should the need arise.

6.4 If the Chair is absent from the first meeting after the Annual General Meeting, the meeting shall be deemed quorate if five members are present including at least one Officer. An Officer shall open the meeting and proceed immediately to the election of an authorised deputy to the Chair, who shall then take over the direction of the meeting in the normal way.

6.5 All members of the Committee shall be entitled to vote at meetings, with the exception of the Chair (or authorised deputy, when the latter is conducting the meeting), who shall have a casting vote only.

6.6 All meetings of the Committee shall be minuted, and the minutes shall be available to the membership.

6.7 At each meeting of the Committee, the date of the next meeting shall be determined.

6.8 The Chair may, exceptionally, summon a meeting of the Committee to take place before the next scheduled meeting, to deal with any urgent and important matter on which action is required before the next scheduled meeting. Where practicable, the Chair shall consult the other two Officers before summoning such a meeting. The same rules of procedure shall apply as to a normal scheduled meeting (as in 6.2, 6.5 and 6.6 above).

6.9 The Chair may take Chair's action to deal with any urgent matter on which a decision would normally rest with the Committee, if action is required on such a matter before the next scheduled Committee meeting and if, in the opinion of the Chair, the matter is not of sufficient importance to justify calling a meeting of the Committee as under 6.8 above, or if it is not practicable to call such a meeting. Where practicable, the Chair shall consult the other two officers and any other Committee

UNIVERSITY COLLEGE LONDON CHAMBER MUSIC CLUB

members with a direct interest in the matter before taking Chair's action. Such action shall normally be reported to the Committee at its next meeting.

6.10 In the event of the Chair's resigning, or being permanently unable to continue in post, an authorised deputy (as under 6.3 above) shall normally take over as Acting Chair, with all the powers and responsibilities of the Chair, until the next Annual General Meeting, when a new Chair shall be elected. The Acting Chair shall be eligible to stand for election as Chair. The Annual General Meeting shall have the discretion to elect the Acting Chair to the post of Chair either for the usual period of three years, or for a shorter period, taking account of the length of time that the Acting Chair has been in post.

6.11 In the event that the Chair is expected to be unable to fulfil his/her duties for a significant period of time, but is expected to be able to resume the post in the foreseeable future, an authorised deputy shall normally, with the agreement of the Committee, take over as Acting Chair, with all the powers and responsibilities of the Chair, for that period.

6.12 In the event of the Secretary's or the Treasurer's resigning, or being permanently unable to continue in post, an authorised deputy (when one has already been elected as under 6.3 above) shall normally take over as Acting Secretary or Acting Treasurer, with all the powers and responsibilities of the Secretary or Treasurer, until the next Annual General Meeting, when a new Secretary or Treasurer shall be elected. When there is no authorised deputy in post, the Committee shall elect one of its members to hold the office of Acting Secretary or Acting Treasurer until the Annual General Meeting.

7. General meetings

7.1 The Annual General Meeting shall take place in Term 3. Advance notice of the meeting shall be given by the Secretary to the membership at least two weeks before the meeting. All paid-up members of the Club shall be entitled to attend.

7.2 In the absence of the Chair, an authorised deputy (as under 6.3 above) shall conduct the meeting.

7.3 All members present shall be entitled to vote, except the Chair (or authorised deputy), who shall have a casting vote only.

7.4 At the Annual General Meeting, the Officers and Ordinary members of the Committee shall be elected/confirmed, in accordance with 5.4-5.8 above; the Secretary shall present a report on the activities of the Club during the year; and the Treasurer shall present a provisional statement of account for the financial year. Subject to the agreement of the Annual General Meeting, the following procedure shall then be followed in the subsequent Term 1: the Treasurer shall circulate to the membership the finalised statement of account which shall have been examined and signed off by an independent scrutineer, and this statement of account shall be received and adopted by the Committee on behalf of the membership. In the event that the Annual General Meeting does not agree to delegate this responsibility to the Committee, or that the Committee finds itself unable to adopt the statement of account, an Extraordinary General Meeting shall be called to resolve the issue.

UNIVERSITY COLLEGE LONDON CHAMBER MUSIC CLUB

7.5 At each Annual General Meeting, the independent scrutineer of accounts for the next statement of account shall be chosen. The scrutineer may not be a current or retiring member of the Committee. An individual may not normally serve as independent scrutineer for a period exceeding five consecutive years. Exceptionally, the Annual General Meeting may extend this period by one further year to give a total of six consecutive years; otherwise, an individual who has served as independent scrutineer of accounts for five consecutive years shall not be eligible to serve in that post again until a further period of three years has elapsed.

7.6 Any nominations for new committee members, the nomination of the independent scrutineer of accounts, and any motions to be voted on, must be proposed and seconded by members present at the meeting.

7.7 An Extraordinary General Meeting may be called either by the Committee or at the request of at least one half of the membership. The same rules of notice and procedure shall apply as to the Annual General Meeting (as in 7.1, 7.2, 7.3 and 7.6 above).

8. Alteration of Constitution

8.1 This Constitution may be altered only at an Annual General Meeting or an Extraordinary General Meeting, by a two-thirds majority of those members present and voting.

8.2 Proposed alterations to the Constitution may originate either from the Committee or from other members of the Club, and must be proposed and seconded as under 7.6 above.

8.3 Proposed alterations to the Constitution shall be notified by the Secretary to the membership at least seven days before the date of the Annual or Extraordinary General Meeting.

9. Dissolution/amalgamation of the Club

9.1 The Club may only be dissolved, or amalgamated with another society, on the recommendation of the Committee, and by the decision of a General Meeting with a two-thirds majority of those attending.

9.2 In the event of the dissolution of the Club, the disposal of the Club's assets, after all liabilities have been discharged, shall be determined by a General Meeting. The Committee shall present a proposal for the disposal of the assets, which the General Meeting may approve as it stands or with agreed amendments. Where possible the assets shall be disposed of in a manner which is beneficial to the promotion of musical activities within UCL.

9.3 In the event of the amalgamation of the Club with another society, the Club's assets, after all liabilities have been discharged, shall be determined by a General Meeting. The Committee shall present a proposal for the disposal of the assets, which the General Meeting may approve as it stands or with agreed amendments. The assets may be transferred wholly or in part to the successor organisation which results from the amalgamation; any assets not so transferred shall, where possible, be disposed of in a manner which is beneficial to the promotion of musical activities within UCL.

UNIVERSITY COLLEGE LONDON CHAMBER MUSIC CLUB

This Constitution, originally adopted in June 2010 to replace regulations developed after the formation of the organisation on 1st May 1952, contains amendments passed by General Meetings of the University College London Chamber Music Club on 7th June 2012, 2nd October 2014 and 11th November 2020.